



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

March 6, 2009

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", is written over the printed name and title.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

BOARD NOTICE REGARDING USE OF STRATEGIC PLANNING AND RELATED SERVICES MASTER AGREEMENT

On April 10, 2001, your Board approved and authorized this Office to sign a nonexclusive Master Agreement with 12 firms deemed qualified, based on the evaluation criteria contained in a Request for Proposals (RFP) issued in January 2001, to provide consulting in the areas of strategic planning, performance measurement, and/or customer service. In addition, your Board authorized this Office to sign a Master Agreement with additional firms during the term that met all minimum requirements and qualifications as outlined on the initial RFP. Subsequently, on February 26, 2006, your Board authorized this Office to execute contract amendments to extend the contract term with each of the firms listed on the Master Agreement for Strategic Planning and Related Services through April 7, 2016. Under the Delegated Authority provided by your Board, this Office has executed contracts with additional firms; a total of 59 firms are now on the list.

The purpose of this Master Agreement is to provide departments with professional consulting services in maintaining their own strategic planning endeavors consistent with the Countywide Strategic Plan. Under the process approved by your Board, departments conduct competitive solicitations among eligible firms, obtain approval of the selected firm from this Office, and engage selected consultants via purchase orders issued by the Internal Services Department (ISD).

"To Enrich Lives Through Effective And Caring Service"

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Each Supervisor
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We recently strengthened this process by requiring departments to complete checklists confirming conformance with all applicable program requirements. The checklist must be approved by this Office before ISD will issue a purchase order.

To further strengthen program oversight, we believe your Board should be kept apprised of higher dollar amount work orders executed under the Master Agreement. Therefore, unless otherwise instructed by your Board, we will immediately revise the current procedures to require departments that are proposing to seek a purchase order under the Strategic Planning Master Agreement in excess of \$300,000 to provide written notice to your Board, copied to this Office, one week in advance of submitting the checklist to this Office for approval. Detailed procedures for using the Master Agreement, which are found on the Strategic Planning Intranet Website, will be accordingly updated.

Please let me know if you have any questions, or your staff may contact Martin Zimmerman at 213.974.1326 or mzimmerman@ceo.lacounty.gov.

WTF:ES
MKZ:pg

c: All Department Heads